



## **MANITOBA METIS FEDERATION INC.**

The Manitoba Metis Federation (MMF) is the self-government representative that promotes the political, social, cultural, and economic interests and rights of the Métis Nation's Manitoba Métis Community. In addition, the MMF delivers programs and services to our community including: child and family services; justice; housing; youth; education; human resources; economic development and natural resources.

The **Metis Employment & Training Department (MET)** seeks to fill one full-time **Regional Coordinator position located** at the **MMF Southeast Regional Office in Grand Marais, MB.**; remuneration is \$35,001.00 - \$45,001.00 annually (depending on education, skills & experience) - plus benefits.

### **Regional Coordinator – Grand Marais, MB**

Under the direction and supervision of the MET Director, the MET Regional Coordinator will implement training and employment initiatives undertaken by the Metis Employment & Training Department. These initiatives include human resource planning, recruitment, training and development, and the assessment, implementation, and monitoring of approved employment and training initiatives. The MET Regional Coordinator is responsible for the management and effective utilization of the Regional ASETS funding allocation for the investment in training programs and employment services for clients. The MET Regional Coordinator is also responsible for facilitating partnerships with community stakeholders to deliver programs and services to clients that meet community and provincial labour market needs.

#### **Skills and Qualifications:**

- Post-secondary degree, certificate or diploma in Business Administration or Management or an equivalent combination of education and experience
- Minimum of 2 years supervisory / management experience
- Demonstrated ability to deliver employment & training programs and services with a minimum of 2 year's project or contract management experience
- Capable of interpreting financial statements and reports and an understanding of basic accounting practices
- Demonstrated planning and problem solving skills
- Facilitation and Presentation skills
- Case Management experience
- Demonstrated experience establishing and maintaining good working relationships with a diverse array of partners, clients, and co-workers
- Comprehensive knowledge of MS Word, Excel, Outlook, and Power Point
- Experience working with the Aboriginal community
- Experience working with volunteer Boards & Committees
- Valid Driver's License and able to travel

Preference will be given to qualified Métis applicants. Qualified applicants are encouraged to apply and self-identify on their resume. The MMF appreciates the interest of all applicants; however, only those individuals considered for an interview will be contacted.

We offer a competitive benefits package which includes but not limited to: health and dental insurance, life insurance, accidental death and dismemberment, short term and long term disability and a retirement savings plan.

**Please forward covering letter and resume by Tuesday, July 25, 2017 to the MMF Metis Employment & Training Department, 300-150 Henry Ave., Winnipeg, Manitoba R3B 0J7, email to: [metresumes@mmf.mb.ca](mailto:metresumes@mmf.mb.ca) or fax to (204) 947-3251.**

All of our job postings can be viewed at [www.mmf.mb.ca](http://www.mmf.mb.ca) or [www.mmfemployment.ca](http://www.mmfemployment.ca)